

New Boston Recreation Commission

Subject: Commissioners' Meeting
Date: April 6, 2010
Location: White Buildings

Attendees:

Commissioners: Lee Brown, Kim Borges, Ken Hamel, David Hulick, Jen Martin

Staff: Mike Sindoni, Mary Barone

Guests: Matt Kennerson, basketball director, Noel Sagna

* = *excused*

1. Logos (Mary): Samples of logo drafts shown.

2. Guests:

- a. Basketball Director: Matt Kennerson; Review of the 2009-2010 Season. K-2 working well Saturday morning. Parents are willing to man the concession stand, but they want staggered times so they can watch their kids' games. Matt will continue next year, but we should find an assistant to learn the job. Finding coaches is a challenge. The Merrimack league is getting big. Do we want to stay there or move to the Manchester Suburban league? Mike reported that some of the 5-6 grade teams already belong to the Manchester league. We don't want all teams in one league. Kim says there are rules that determine how the teams are assigned to divisions. Manchester is more competitive and Merrimack is more recreational. Manchester plays a lot more games. The Merrimack league plays only 7 games. Gym time at the school is an issue. 5-6pm is unavailable due to the school's cleaning schedule. Discussion on this topic will be continued at another date. Mary wants the basketball participants to complete program evaluation forms. Matt wants reversible jerseys.
- b. Noel Sagna: Afterschool program concept for middle-school children. Noel wants to run a survey to determine program preferences. Rec takes kids through 6th grade today. Is there demand for an afterschool program for 7th-9th grades? It would not be combined with the existing program, and it should not be located at the same place. The current program needs both buildings. We would need another location. 4-H facility? Should the rec department put its name on the survey? **The commissioners support this survey initiative.**

Last year Noel organized a festival. He would like to do it again in cooperation with the rec department. It involved music and art. The budget was around \$3,000. The tentative time is the August / September. It takes 50 volunteers to run it. There is a bike race as well. There was a bike raffle last year as well as some other prizes. Noel won't do it by himself again this year. There were around 100 participants last year. The rec department discussed the festival idea, but decided it did not fit our requirements this year.

3. Commissioner Decisions:

- a. Baseball & softball uniform contract: Kim and Jen did some research and got quotes. They are concerned about durability so they can be used for more than 1 season. Multiplex gave them some good numbers. Reusing uniforms will save significant money in the long-run. Saving money on uniforms will help us reduce the baseball loss. Some business will be moved from Freedom Designs to Multiplex. The payback is 1 ½ years. **The Commissioners approved buying uniforms from Multiplex.**
- b. Grounds keeping: Lee proposed purchasing equipment to handle field maintenance rather than continuing to use a contractor. He presented an analysis showing a 2+ year pay-back. The proposal includes a 20' shipping container for equipment storage and a small trailer. The work scope would include the common, town fields, plus the fire department, police department and the DPW site. The number of mowing would increase from 3x per month to 5x per month. The selectmen had no objections to the proposal. The town would

employ the person to run the equipment, but this person would be under supervision by the rec department. Funding would come from multiple sources, including the revolving account (from baseball receipts), the town, and the fire department. Rec's chart of accounts will be adjusted to reflect this arrangement. Lee is following up on an insurance question relating to the employee's using a town trailer with a personal vehicle. **The Commissioners approved this concept.**

- c. Accounting reporting update: Kim has been working with Mary on reporting. Mary generates the report monthly and comments on variances. It reconciles rec and town figures. The bottom line shows total town and rec results. Profit and loss by class is also part of the report. Lee wants financial reporting to look forward 3 months so decisions about fees and expenses can be discussed before the program begins.
- d. Job descriptions: Assistant director's will be sent out after the meeting for review and comment. The Director's job description and Commissioner responsibilities will be covered at a later date. Ken wants to develop a department mission statement as well. Mary will distribute the town's mission statement.

4. Updates

- a. Building program: Rick says the school does not need the white buildings for the coming year. Would the school consider some sort of cooperative solution, since there will probably not be any state aid for the next 2 years. Maybe work on a multi-use facility. Dave Ely presented a renovation design proposal. We need some concepts and completion of the programming proposal (information gathering) to determine building requirements. The idea is to join and expand the white buildings. This will cost \$1,750 from the revolving account. **The Commissioners agreed to this.**
- b. Historical Society building: The historical society has not yet started to figure out how to move. Dave Ely is studying the town hall space requirements to see if rec will have to share the historical society building with another town office. This affects how the building will be renovated. A fall move date is anticipated.
- c. No parking signs on Old Coach Road were approved by the selectmen now that the parking lot has been completed. A cross-walk will be painted on the road. Can we put a physical sign in the road, too?
- d. Meeting with selectmen & highway department: Lee wants some help from the highway department. He prepared a list for review with the town. This includes hauling gravel to the ball field, putting a French drain in the town hall ball field and some other items.
- e. Mike reported that Karen Hall is retiring. She has been teaching gymnastics for 26 years. Her last class is Wednesday, June 2nd at around 2:30pm. Karen will help us find a replacement. **The Commissioners approved recognizing her contribution.**
- f. The kids love the bouncy house that Ken's program donated and sent a big thank you note.
- g. Ken reported that he will underwrite the whiffle-ball cookout again. This will be on Friday, June 25th.

5. The next meeting will be Tuesday, May 4 at 7:00pm in the white buildings.

David Hulick, Secretary